TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION

POSITION TITLE: PROGRAMMER II –
                    Information Technology

SALARY GROUP: B19

DEPARTMENT: Information Technology Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlotte Anderson   DATE: 08/18/2014

POSITION #:   008138

I.   JOB SUMMARY

Performs moderately complex computer programming work. Work involves analyzing systems specifications to develop programs for computer applications; developing solution programs; documenting the methods and procedures used in program development; and testing, correcting, and revising programs. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II.   ESSENTIAL FUNCTIONS

A.   Writes, tests, debugs, and maintains moderately complex programs; and develops diagrams and logic flowcharts to represent operations and data flow for moderately complex applications.

B.   Assists programmers in developing proposed computer applications relating to equipment requirements and capabilities; and prepares test data.

C.   Documents procedures used in program development and revision; and prepares written instructions for computer operations.

*   Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

    A. Education, Experience, and Training

       1. Graduation from an accredited senior high school or equivalent or GED and one year full-time, wage-earning computer programming experience

<div align="center">or</div>

          thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with twelve semester hours in Computer Science or Management Information Systems.

       2. Relational database experience preferred.

       3. Criminal justice experience preferred.

    B. Knowledge and Skills

       1. Knowledge of data processing methods and equipment.

       2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

       3. Knowledge of DBMS language software preferred.

       4. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

       5. Skill to write, test, debug, and maintain computer programs.

       6. Skill in problem-solving techniques.

       7. Skill to communicate ideas and instructions clearly and concisely.

       8. Skill in performing detail work accurately.

       9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill to plan work in order to meet established guidelines.

11. Skill in technical writing.

12. Skill to develop programs for computer applications.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.